

## Information Technology Advisory Board

DECEMBER 18, 1996

### MEETING MINUTES

#### ATTENDEES:

Rick Moore, Chair	Joyce Backes	Jon Beck
Mike Benzen	Matt Blotevogel	Karen Boeger
Sean Curry	Lew Davison	David Finch
Russell Helm	Rita Kerperin	Jim Latteman
Don Lloyd	George Marshall	Chris Mueller
Rex Peterson	Richard Pierce	Ron Pinkham
Carol Rackers	Betty Rottmann	Cindi Rutherford
Dave Schulte	Larry Seneker	Dan Steidley
Bruce Vieweg	Gail Wekenborg	Lee West
Gerry Wethington	Chris Wilkerson	

#### OPENING REMARKS

Rick Moore called the December 18, 1996 Quarterly ITAB Meeting to order at 8:40 a.m. in the Interpretive Center, Office of the Secretary of State, 600 West Main Street, Jefferson City, Missouri. Rick opened the meeting welcoming everyone.

#### APPROVAL OF MINUTES

Approval of the November 20, 1996 Information Technology Advisory Board Meeting Minutes

Rick Moore asked for additions, deletions or corrections to the November 20, 1996 ITAB Meeting Minutes. The group made no changes; therefore, the minutes stand approved as written.

ACTION REQUIRED: None.

#### GENERAL BUSINESS

**NOTE:** Item #6 MAN Project Update was presented at the beginning of the meeting to allow the vendors to leave after their presentation.

##### 1. CIO Update (Mike Benzen)

Mike Benzen stated that the Year 2000 funding issue was presented to the Commissioner of Administration and the Office of Administration (OA), Budget and Planning on Monday, December 16, 1996. The total funding for Year 2000 is around \$50 million, with approximately \$35 million from general revenue and \$15 million from other funds. Mike stated that he believes the Year 2000 will get funded; however, funding for other data processing projects may be affected. Mike stated that agencies with manual code need to complete the estimate. They will perform test projects with the contractor during March, April and May. Approximately twenty applications will need to be brought up each week to meet the Year 2000 deadline.

Mike Benzen presented Rick Moore and Joyce Eveler with plaques of recognition for their work in supporting the ITAB during 1996.

ACTION REQUIRED: None, informational.

## 2. Software Standards (Chris Wilkerson)

Chris Wilkerson reported that most agencies have not responded to the survey distributed at the last ITAB meeting requesting agency representatives for the Software Standards Committee. Attendees need to contact Chris with the name of their agency representative that will serve on this Committee.

ACTION REQUIRED: Attendees need to contact Chris Wilkerson with the name of their agency representative that will serve on the Software Standards Committee.

## 3. Year 2000 (Ron Pinkham) Year 2000 Coordinator

Ron Pinkham reported that Cindi Rutherford is the coordinator for the Year 2000 project. Please contact Cindi with Year 2000 questions or concerns. Ron requested that attendees review their PC Year 2000 compliance. The Year 2000 PC Compliance Report and the Purchased PC Software Compliance Report will be placed on the web by the first of the year.

ACTION REQUIRED: Agencies with questions or concerns regarding Year 2000 need to contact Cindi Rutherford.

## SDC Billing Estimates for Year 2000

Ron stated that Dan Steidley distributed the State Data Center (SDC) billing estimates for the Year 2000 assessment. The SDC will not charge agencies for these. Dan said that the SDC would charge once the testing, conversions and recompilations take place. Dan indicated that the SDC is anticipating a 10 to 15 percent utilization increase until this project is complete. Mike Benzen reported that the Year 2000 assessment will be complete March 1, 1997. Dan stated that the SDC set up temporary account codes, which will be deactivate March 1, 1997.

Mike Benzen reported that the Year 2000 request did not include SDC charges since the mainframe will not need to be upgraded because of Year 2000. Dan stated that he felt that any SDC upgrade could not be justified specifically for Year 2000. The group held a lengthy discussion regarding the SDC costs and billing associated with Year 2000. The group agreed that the SDC Steering Committee should hold a special meeting to review this issue. Mike Benzen stated he would like to attend this meeting.

ACTION REQUIRED: The SDC Steering Committee will hold a special meeting to discuss costs and billing associated with the Year 2000.

## Prime Vendor Year 2000 Compliance

Mike Benzen stated that AmeriData has indicated that PCs purchased off the prime vendor contact are Year 2000

compliant; however, the prime vendor contract does not guarantee that all new PCs are compliant. Chris Wilkerson indicated he would like Year 2000 compliance added to the prime vendor contract. Mike Benzen stated that the Office of Information Technology (OIT) will research this issue further.

**ACTION REQUIRED:** The OIT will research the possibility of including a guarantee that purchases are Year 2000 compliant in the prime vendor contract.

#### 4. Data Center Consolidation (Gerry Wethington)

Gerry Wethington stated that the data center consolidation project continues to progress as anticipated. The Department of Labor and Industrial Relations and the Highway Patrol are scheduled to consolidate January 18 and 19, 1997. The Data Center Consolidation Steering Committee and the Security Subcommittee will meet again.

**ACTION REQUIRED:** None, informational.

#### 5. Prime Vendor (Larry Seneker)

##### A. Prime Vendor Service

Larry Seneker stated that the Prime Vendor Oversight Committee did not meet this month. Larry indicated that prices for Gateway products should have come down. The Prime Vendor web site has improved considerably. Pricing issues are being researched on a case by case basis. Larry and Karen Boeger hope to contact each agency regarding Prime Vendor issues. Please contact Larry Seneker with concerns or problems with the Prime Vendor.

**ACTION REQUIRED:** Agencies need to contact Larry Seneker with concerns or problems with the Prime Vendor.

##### B. Routers and ATM components

Mike Benzen stated prices are approximately 15 percent above cost on the current router contract, while the prime vendor contract would be 6 percent above cost. Chris Wilkerson asked if they could also include ATM components in the prime vendor contract. Larry Seneker indicated that an ATM bid will be going out soon. Mike stated that Karen Boeger and he would research these possibilities. Gerry Wethington asked if they could renew the existing router contracts until the end of the fiscal year. Karen Boeger indicated this could be done.

**ACTION REQUIRED:** Mike Benzen and Karen Boeger will research the possibility of purchasing routers and ATM components off the prime vendor contract.

##### C. Oracle

The group held a lengthy discussion regarding the Oracle contract. Cindi Rutherford stressed that the Oracle contract is for the UNIX platform, and some PC development products, not personal Oracle products, Oracle for NT or any PC platform. Consulting and training services are not available on

this contract. The Office of Administration (OA), Purchasing will allow other agencies to purchase off two (2) existing state contracts with Mental Health and Transportation through the end of the fiscal year, which include consulting. The OIT will discuss the conflicting contract information with the Oracle representative.

**ACTION REQUIRED:** The OIT will discuss conflicting contract information with the Oracle representative.

#### 6. MAN Project Update (Gail Wekenborg)

Mike Benzen introduced the representatives from Sprint and they presented an update on their ATM Metropolitan Area Network (MAN) proposal. Gail Wekenborg distributed and had attendees sign an agreement regarding confidentiality/conflict of interest related to Sprint's proposed ATM MAN Service for Jefferson City. Rosanna Bisges, Kenn Yancy and Kenny Hughes from Sprint made a presentation on the history of a MAN proposal, which included a review of the assessment, development, concept testing, establishment of budgetary pricing, establishment of three phase implementation, and service offerings. Sprint submitted the MAN contract proposal for state agencies in November 1996. Kenn reviewed what Sprint believes are the limitations of the state's current network, their proposal for "tomorrow's" network and the benefits of the MAN. Rosanna discussed Sprint's enhanced network management service. Kenny reviewed contract terms and conditions. The Sprint representatives answered the group's questions concerning the contract.

**(NOTE:** The group took a short recess to allow the Sprint representatives to depart.)

The group reconvened, and Mike Benzen asked the group who was interested in proceeding with this contract. Attendees discussed their concerns with the contract. Gail stated that since this is a tariff service, they do not believe a competitive bid is necessary; however, they are going to meet with the Public Service Commission and OA to discuss this issue. Gail Wekenborg will discuss the ITAB suggested contract modifications with Sprint, report any changes to the group, and proceed with the contract.

**ACTION REQUIRED:** Gail Wekenborg will discuss the ITAB suggested contract modifications with Sprint, report any changes to the group, and proceed with the contract.

#### 7. Personnel Committee (Joyce Backes)

Joyce Backes distributed the promotional high lighters they plan to use at college and university career fairs to recruit graduates and interns. Several career fairs will be held in February. They have finalized the recruitment brochure, which is at the printer. The Committee hopes the brochure will be ready for the career fairs in February. The Committee is also working on a Recruitment "How to" Manual and will inventory classes offered at Missouri colleges and universities to determine their focus. The Department of Revenue is the pilot for knowledge skills tests, which was bid out and due tomorrow. The Committee worked with OA regarding aptitude type testing, which will be part of the interview process. Joyce will report on the results of the aptitude testing next month.

The new Career Path Subcommittee will meet twice a month. OA personnel will be assisting in this project. The Subcommittee will research merit and non merit classifications. Larry Bonnot is the Chairperson.

The Jefferson City Training Coalition is determining regional needs for information technology training. The Coalition has finalized the survey that they will distribute to the public to learn the interest level. They will hold the survey kick off January 23, 1996, with possibly a press conference, newspaper articles, and radio and television spots. The Coalition will meet with colleges and universities in January that have shown interest. Joyce indicated that the Jefferson City area has a very strong interest in information technology training.

George Marshall asked if other agencies are having problems with employment turnover. The group discussed the pros and cons of the employment contract developed for agencies, employee recruitment, training costs, and turnover.

Matt Blotevogel gave an update on the Coordinating Board for Higher Education focus on telecommunications and technical education. Matt indicated that currently the Kansas City area has a higher demand for individuals with an associate's degree in computer science than a bachelor's degree. Mike Benzen suggested that Matt attend the next Jefferson City Training Coalition meeting to discuss educational funding possibilities for technology students.

**ACTION REQUIRED:** Matt Blotevogel will attend the January Jefferson City Training Coalition Meeting to discuss educational funding possibilities for technology students.

8. Information Technology Education Advisory Committee (Jim Roggero)

The group deferred this item.

**ACTION REQUIRED:** None.

9. Internet / MOREnet (Bill Mitchell)

David Finch reported that the modem pool utilization from Jefferson City to Columbia is about the same. Online line utilization reporting is available. MOREnet is researching alternate Internet routes out of Jefferson City, in case of interruptions.

**ACTION REQUIRED:** None, informational.

10. Statewide Purchasing Update (Larry Seneker and Cindi Rutherford)

Larry stated that the RS6000 bid is progressing. OA, Purchasing is researching the possibility of purchasing the RS6000 off the SP contract, since these two technologies are essentially the same.

**ACTION REQUIRED:** None, informational.

11. Network Consolidation Study (Mike Benzen)

Mike Benzen reported that they have awarded the Network Consolidation Study to Southwestern Bell. Gail Wekenborg will work with Larry Seneker on this study. MOREnet will also work on the project. They invite agencies to work on this project. Mike urged participants to work on the project full-time. The group will develop Missouri's network plan for the next several years. The group will develop milestones and report back to the ITAB. Mike expects the group to begin meeting in January.

ACTION REQUIRED: Agencies interested in participating in the Network Consolidation Study need to contact Mike Benzen.

### ***USER GROUP REPORTS***

#### **1. GIS (Lew Davison)**

Lew Davison reported that the GIS Advisory Committee has met regularly to coordinate the GIS activities across the state. The Committee is looking at the following four (4) areas: data standards, ways to expand GIS technology, advertising and marketing, and GIS operations and data management. The Committee is developing their work plan and investigating opportunities to get federal funds for special GIS projects. The GIS User Group continues to meet. Lew reviewed some different GIS maps that are or will be available. Contact Lew or a committee member if your agency is interested in this type of information.

ACTION REQUIRED: Contact Lew Davison or a committee member if your agency is interested in GIS information.

#### **2. CASE (Gerry Wethington)**

Gerry Wethington reported that the CASE group continues to meet monthly. The Capitol Connect Group, which consists of daily users of the product, identified and developed a list of common objects that agencies may share. This group requests ITAB approval to proceed with revising this list, which will also indicate how to share this information. This task will complete this process in order to have a library of products. The ITAB agreed the Capitol Connect Group should proceed and Gerry will inform them of this decision.

ACTION REQUIRED: Gerry Wethington will inform the Capitol Connect Group to proceed with revising this listing.

#### **3. Imaging (Rebecca Ridenhour-Schuster)**

Christine Mueller reported that Becky Ridenhour-Schuster will conduct an Imaging Group meeting by end of year. The draft imaging document will be forward to Bekki Cook. Matt Blotevogel stated that the META group will conduct a seminar on this issue.

ACTION REQUIRED: None, informational.

#### **4. FOCUS (Rex Peterson)**

Mike Benzen reported they will meet with FOCUS to discuss financial negotiations.

ACTION REQUIRED: None, informational.

#### **5. ITG (Rebecca Ridenhour-Schuster)**

Larry Seneker stated that the Internet Technical Group met recently and will meet again once the Network Consolidation Study is underway. David Finch is the new ITG Chairperson. Larry also indicated that the Digital Media Developers Group has worked on many projects. They are trying to develop guidelines for Missouri web space to make all space look similar.

Dan Steidley reported that an Associated Press newspaper article regarding government employees using the Internet for personal business was in the Jefferson City paper several months ago. A private individual in Washington State has been monitoring chat lines and bulletin boards for government employees using their state or federal Internet address for personal business. This individual has a web page that contains a listing of names and Internet

addresses for these government employees. Dan stated the listing includes some Missouri State Internet addresses and he encourages attendees to research this issue further. Attendees may contact Dan Steidley for this web page address.

**ACTION REQUIRED:** Attendees may contact Dan Steidley for the Internet address to research names and Internet addresses of government employees listed on this web page.

#### ***REPORT OF PLANNED / ACTIVE BIDS***

1. Lew Davison reported that the Department of Transportation may look for a 3090 mainframe replacement until they are incorporated in the Data Center Consolidation. Mike Benzen will explore moving their consolidation date forward as opposed to purchasing another 3090. Ron Pinkham stated that Labor and Industrial Relations may have this type of equipment available for surplus. Ron will research this issue and contact Lew.

#### ***REVIEW OF ACTION ITEMS***

1. Lew Davison reminded attendees to forward names of agency representatives for the Software Standards Committee to Chris Wilkerson.
2. Mike Benzen requested that agencies forward their portion of the annual report and PC inventory, which law requires, to OIT as soon as possible.

#### ***OPEN DISCUSSION***

1. Betty Rottmann stated she has requested, through OIT, information regarding help desk services ratios. Approximately ten (10) agencies have responded. Those that have not, may still respond. Betty will gather the information and update to the ITAB.
2. Dan Steidley reported that three or four META Group Seminars are still available, which they include in the contact. Agencies may contact Al Collier for META Seminar information.
3. Mike Benzen reported that Jim Roggero will be leaving the Department of Revenue January 15, 1997, and has taken the position of Director of Information Systems at the Office of State Courts Administrator. Jim will continue as Chairperson of the Information Technology Education Advisory Committee.
4. Mike Benzen asked the group if the ITAB Quarterly Meetings should continue to be lunch meetings. The group agreed that the ITAB Quarterly Meetings will not include lunch.

#### ***NEXT MEETING***

1. The next meeting is scheduled for **Wednesday, January 29, 1997**, at 8:30 a.m. in the Office of the Secretary of State, Interpretive Center.

The group had no additional business to discuss. The meeting adjourned at 1:15 p.m.

Rick Moore, Chairperson